

EMERGENCY CLOSURE PROCEDURE

Statement of intent

Bishy Barnabees will endeavor to remain open throughout the year to ensure our children and their families have access to our facilities on the days they would normally attend.

Aim

It is our aim to ensure the facilities we provide can remain open throughout the year.

Reasons for Emergency Closures

- Lack of heating within the buildings.
- Water Supply not working because of a leakage, flooding the buildings.
- Electricity Supply not working.
- Vandalism making the buildings unsafe to use.
- Extreme weather conditions making it impossible for members of staff to access the buildings.
- Staff shortage due to illness.

Method

- Those children affected by the closure will be contacted at the earliest possible moment.
- Staff will remain on site until they are sure all families have been notified of the closure.
- If it is apparent the closure will cover a number of days then all families will be notified as soon as possible on the first day of closure.

Outcome

- If parents are able to access the Nursery and it was a decision by the nursery to close either for the day or part of then a refund for the missed hours will be given.
- If parents decide not to attend for a session i.e. due to bad weather and the nursery is open then no refund will be given and full fees will need to be paid
- We are unable to offer alternative sessions at a later date for any missed.

This policy was adopted in May 2008, updated July 2015.

Reviewed March 2017

See also Charging policy.